

Lori Paximadis

20515 Bunker Hill Dr.
Fairview Park, Ohio 44126
440-258-1600
lori@loripax.com

FREELANCE SERVICES

Light to heavy copyediting
Proofreading
Project management

FREELANCE EXPERIENCE

(1995–present; full time 2002–2005, 2007–present)

Copyediting:

- Experience in trade nonfiction, academic nonfiction (including social sciences, humanities, history, religious studies, theatre, and film), fiction (including Americanization), and memoir

Proofreading:

- Experience in a wide variety of subject matter
- Keen eye for the tiniest detail

STAFF EXPERIENCE

Project Manager/Developmental Editor (2005–2007)

Lachina Publishing Services, Cleveland, Ohio

- Managed complex textbook projects from editorial through final files
- Led teams consisting of authors, publishers, artists, photo researchers, editors, proofreaders, printers, and other stakeholders and suppliers to ensure on-time delivery of a quality product
- Worked with authors to develop good, saleable books
- Managed the manuscript review process for developmental projects
- Tracked actual vs. budgeted line item billables and prepared invoicing summations

Electronic Production Manager, Journals (2001–2002)

Journals Production Editor (1998–2002)

University of Hawaii Press, Honolulu, Hawaii

- Scheduled and coordinated print and electronic production for seven academic journals
- Set up procedures for electronic production and worked with suppliers to troubleshoot file problems
- Hired, trained, and supervised editorial and production freelancers; reviewed their work and offered suggestions for improvement
- Worked with journal content editors and outside suppliers to streamline production processes and shorten schedules
- Established and refined editorial stylesheets

Bookseller/Backup Office Coordinator (1996–1998)

Borders Books and Music, Honolulu, Hawaii

- Stocked and maintained the sidelines (greeting cards and gifts), reference, and math and science sections
- Received and verified sidelines shipments
- Reconciled daily sales and prepared bank deposits
- Assisted in preparing weekly payroll

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Product Manager, Books (1995–1996)

Production Coordinator, Books & Journals (1991–1995)

Production Assistant, Books & Journals (1991)

The American Ceramic Society, Westerville, Ohio

- Budgeted and monitored revenues and expenses for an \$800,000/year books department
- Evaluated book proposals and coordinated technical reviews of proposed books
- Scheduled and coordinated production of more than 100 books, a bimonthly proceedings journal, a monthly technical journal, and a CD-ROM database
- Managed rights and permissions for all American Ceramic Society publications
- Established and maintained author and editor guidelines
- Coordinated on-site peer review of manuscripts at conferences
- Hired, trained, and supervised staff and freelancers
- Copyedited manuscripts and proofread galleys
- Procured and evaluated supplier bids
- Evaluated designs for book and journal covers and interiors
- Prepared files and camera copy as needed
- Checked and approved files, camera copy, bluelines, and color keys
- Specified type and sized art

EDUCATION

Stanford Professional Publishing Course, Stanford University (1996, 2002)

Copyright Workshop, University of Wisconsin–Madison (1993)

Basic Book Production Seminar, Edwards Brothers (1992)

B.A. in Journalism, Ohio State University (1989)

- Advertising major
- Capstone program (equivalent of business minor)

COMPUTER SKILLS

Experienced with both Macintosh and Windows operating systems

Proficiency in Microsoft Word, Microsoft Excel, Adobe InDesign, and Adobe Acrobat

Acquaintance with Adobe Photoshop, and Design Science MathType

Ability to learn new computer programs quickly

PROFESSIONAL AFFILIATIONS

Editorial Freelancers Association

- Member (2009–present)

Copyediting-L

- Active participant (1995–present)

COMMUNITY INVOLVEMENT

Cleveland Handmade

- Cofounder and Coleader (2006–present)

Ohio State University Alumni Club of Greater Cleveland

- Director of Communications (2006–2009)
- Board of Directors (2003–2006)
- Newsletter Editor and Webmaster (2003–2009)

Ohio State University Alumni Club of Hawaii

- Secretary (2001–2002)
- Newsletter Editor (2001–2002)
- Webmaster (2001–2007)

PUBLICATION LIST AND REFERENCES

Available upon request